

### **Read Before Filling Out Your Plan Format**

When filling in the forms in this Plan Format, turn to the Guidebook tab and find the corresponding section to answer questions about how to fill in the forms.

If you are comfortable in Microsoft Word (Word), then it might be easier to fill out the Plan Format by using the template provided on your CD. Before you start, copy the file entitled, “Plan Format” to your C drive. You will not be able to save to the CD. After opening the “Plan Format,” you should notice words with yellow highlighting over them. If you move your cursor, without clicking, over the yellow, highlighted words, a pop-up information box will appear with instructions from the Guidebook. See the example below.

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#### **Section 1. Description of the District**

**Guide:**

**Enter the date that the district was legally organized. Include the original size of the district in acres (there are 640 acres in a square mile).**

**A. History (Add History Description Page Here)**

*Date District formed:* \_\_\_\_\_ *Original Size:* \_\_\_\_\_

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If the yellow highlighting does not appear, click Tools on your menu bar. Then click Options. From this window, you will click on the View tab and then click on the Screen Tips box located under the first set of options under “Show.”